

## **TOWN THEATRE, INC.**

**February 23, 2016 Highland Municipal Building 6:30 p.m.**

### **Pledge of Allegiance**

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

### **Roll Call and Introduction**

Present on roll call included the following Town Theatre Board Members: Keith Bruxvoort, Dawn Diamantopoulos, Dan Dunn, Bruce Leep, Michael Maloney and Tracy Oprea. Counsel for the Board Carol Green-Fraley, Redevelopment Director Cecile Petro and Redevelopment Commission President, Greg Kuzmar were also present. Absent: Michael Griffin.

### **Minutes**

Bruce Leep made a motion to accept the minutes as written for January 26, 2016 from the “regular meeting.” Michael Maloney seconded the motion. **Motion carried by unanimous voice vote.**

### **Timeline for Construction and Operations**

#### **A. Update on the Timeline for Construction and Operation.**

Greg Kuzmar updated and advised the Board that the schematic design from the architect is due by March 5<sup>th</sup>. The schematic design will include the two buildings to the north. There was discussion concerning the Board’s interest in seeing the schematic design and Greg noted that it is likely the architect will give a presentation and he will keep the Board apprised of the same. There was also discussion concerning portions of the current theatre that, according to the architect, are not beneficial to the design of the theatre. Those sections will be removed to improve the performance and projected revenues for the theatre. Greg Kuzmar also informed the board that per National Code the building has to be earthquake proof and that would increase the cost if the existing walls were to remain. He advised there does not seem to be a significant departure from the budget and in the big picture these changes will give the Theatre additional benefits; therefore, it is prudent to move forward with the same. The Redevelopment Commission is currently soliciting bids for the selective demolition work.

#### **B. Town Theatre Operations – Progress of Committees**

I. By-laws. Nothing to report.

II. Nominating Committee: Members include Dawn Diamantopoulos, Michael Maloney and Bruce Leep. The members met last week, they have reached out to individuals and hope to have nominee names for the March meeting.

### **Volunteer Committee:**

There are approximately 503 volunteers to date. No additional recruitment efforts are being made until the theatre project moves significantly forward.

**Programming Committee:** A chair is needed for the programming committee. Cecile Petro is going to go through the volunteer list to get an idea of who might be interested and provide those names to the Chair.

**Membership:**

We have 531 members and have raised \$20,669.00 in membership fees.

**Membership Committee:**

Tracy Oprea advised - nothing to report at this time.

**Technical Operations:**

Nothing to report.

**General Operations:**

Nothing to report.

**Maintenance:**

Nothing to report.

**Finance:**

Keith Bruxvoort provided an update pertaining to the Board's financials. As of 2/22/16, the income balance is \$41,374.96. With regard to having a payment option on our website, Keith is still looking into Q – Give. He has reached out to Robin Carlascio several times regarding the same without avail.

A Motion was made by Dan Dunn to accept the financial report, said motion was seconded by Tracy Oprea. **Motion carried by unanimous voice vote.**

**Publicity/Marketing/Website/Social Media**

We have over 1,000 likes on our Facebook Page.

**Fundraising:**

Idea of printing additional notecards and placing them at the Visitor's Center for sale was suggested. Cecile Petro will contact the Visitor's Center to inquire as to the same. Other fundraising ideas are on hold until the Town Council approves moving forward with bonding and blueprints are available to the public.

**Open to the Public:** Nothing to report.

**Adjournment:**

Bruce Leep made a motion to adjourn the meeting and Dan Dunn seconded the same. Meeting adjourned at 7:34 p.m.

**Next Meeting:** The next meeting is scheduled for March 22, 2016 at 6:30 p.m.

Respectfully submitted,

Tracy S. Oprea, Secretary  
Town Theatre, Inc.